

EDITED KSA LISTING

CLASS: CORRECTIONAL OFFICER

NOTE: Each position within this classification may be required to possess all or some of these knowledge, skills or abilities.

#	Knowledge, Skill, Ability
	Knowledge of:
K1.	Knowledge and understanding of daily activity computer printouts.
K2.	Knowledge in the operation of control panels for electrically operated doors/gates.
K3.	Knowledge of 602 appeals process.
K4.	Knowledge of 9, 10 and 11 standardized radio codes.
K5.	Knowledge of affirmative action policies, goals and objectives.
K6.	Knowledge of alarm devices.
K7.	Knowledge of appropriate inmate disciplinary methods.
K8.	Knowledge of appropriate methods to physically restrain combative inmates.
K9.	Knowledge of basic arithmetic.
K10.	Knowledge of basic drug identification and drug symptomology.
K11.	Knowledge of cell extraction procedures.
K12.	Knowledge of computerized panels used in institutions.
K13.	Knowledge of control procedures.
K14.	Knowledge of correct grammar and spelling.
K15.	Knowledge of count procedures.
K16.	Knowledge of Department forms concerning complaints, grievances, injuries, etc.
K17.	Knowledge of departmental postal regulations.
K18.	Knowledge of departmental restrictions concerning use of informants.
K19.	Knowledge of different criminal psychiatric profile/personalities, i.e., psychopath, sociopath.
K20.	Knowledge of disturbance control plan (D.C.P.).
K21.	Knowledge of due process as it applies to inmates.

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#	Knowledge, Skill, Ability
K22.	Knowledge of effective listening techniques.
K23.	Knowledge of emergency lock/unlock procedures.
K24.	Knowledge of emergency maintenance procedures
K25.	Knowledge of escape procedures
K26.	Knowledge of fire evacuation plan
K27.	Knowledge of fire prevention procedures
K28.	Knowledge of first aid
K29.	Knowledge of food handling procedures
K30.	Knowledge of hazardous materials
K31.	Knowledge of health and safety regulations.
K32.	Knowledge of identification, seizure, preservation and disposal of contraband and/or evidence.
K33.	Knowledge of inmate behavior patterns.
K34.	Knowledge of inmate work incentive programs.
K35.	Knowledge of inmates under supervision.
K36.	Knowledge of institution definition of contraband.
K37.	Knowledge of institution ducat procedures.
K38.	Knowledge of institution early wake up/release procedures.
K39.	Knowledge of institution emergency procedures.
K40.	Knowledge of institution escort procedures.
K41.	Knowledge of institution feeding procedures.
K42.	Knowledge of institution mail handling procedures.
K43.	Knowledge of institution property procedures for inmates.

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#	Knowledge, Skill, Ability
K44.	Knowledge of institution security and cleanliness inspection procedures.
K45.	Knowledge of institution security inspection procedures.
K46.	Knowledge of institution shower policy (SHU/Units).
K47.	Knowledge of key control procedures.
K48.	Knowledge of laws governing arrest, search and seizure.
K49.	Knowledge of mailroom, receiving and releasing, and visiting procedures.
K50.	Knowledge of mechanical override of electrically operated gates or doors.
K51.	Knowledge of methods of disturbance control.
K52.	Knowledge of operational/supply distribution procedures.
K53.	Knowledge of pertinent sections of the Penal Code and Welfare and Institutions Code.
K54.	Knowledge of policies and rules regarding the chain and custody of evidence.
K55.	Knowledge of policies, rules and procedures of the Department and Institution.
K56.	Knowledge of principles and procedures of correctional administration.
K57.	Knowledge of proper courtroom demeanor and testimony.
K58.	Knowledge of proper release procedures.
K59.	Knowledge of proper search methods.
K60.	Knowledge of report writing methods and formats.
K61.	Knowledge of sexual discrimination and harassment.
K62.	Knowledge of the California Criminal Justice System.
K63.	Knowledge of the CDC computer systems (DDPS).
K64.	Knowledge of the collection and preservation of evidence.
K65.	Knowledge of the D.A.M. Chapter 4800.

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#	Knowledge, Skill, Ability
K66.	Knowledge of the different gang affiliations.
K67.	Knowledge of the duties of a Correctional Officer.
K68.	Knowledge of the Information Practices Act (I.P.A.).
K69.	Knowledge of the operating procedures, laws and policy of the California Law Enforcement Telecommunications System (CLETS).
K70.	Knowledge of the physical structure of local institutions.
K71.	Knowledge of the potential differences in cultural groups.
K72.	Knowledge of the proper use of firearms.
K73.	Knowledge of thorough patterned search techniques.
K74.	Knowledge of Title 15 (CAC/DR).
K75.	Knowledge of tool control procedures.
K76.	Knowledge of training methods for staff/inmates.
K77.	Knowledge of transportation procedures.
K78.	Knowledge of use of force procedures.

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#	Knowledge, Skill, Ability
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	Skill to:
S1.	Skilled in the use of the baton
S2.	Skilled in the use of weapons
S3.	Skilled in the operation of a motor vehicle
S4.	Skilled in the use of hand held or stationary metal detector
S5.	Skill in the use of specialized equipment: riot gear, protective vests, restraints, etc

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#	Knowledge, Skill, Ability
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	Ability to:
A1.	Ability and willingness to communicate information with other staff members and other shifts.
A2.	Ability and willingness to enforce rules and not overlook violations.
A3.	Ability and willingness to follow chain of command.
A4.	Ability and willingness to maintain consistent enforcement with other officers.
A5.	Ability and willingness to serve as a role model in terms of self-control and communication style.
A6.	Ability and willingness to treat inmates fairly regardless of racial or cultural differences.
A7.	Ability to accept role as authority figure.
A8.	Ability to accept the requirements of the Department and Institution.
A9.	Ability to accurately distinguish inmates and correctional staff from a tower.
A10.	Ability to analyze situations accurately and take appropriate action.
A11.	Ability to assess situational variables and select the best time and manner of intervention.
A12.	Ability to be certified every 4 years in defensive driving techniques. (Office of Risk Management)
A13.	Ability to be physically fit.
A14.	Ability to climb ladders/stairwells on a routine and emergency basis.
A15.	Ability to correctly follow oral/written instructions.
A16.	Ability to effectively communicate.
A17.	Ability to effectively confront inmates whose behavior is unacceptable.
A18.	Ability to evaluate the work of inmates.
A19.	Ability to fill out forms correctly.
A20.	Ability to get along with supervisors and managers.

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A21.	Ability to identify inmates.
A22.	Ability to identify the boundaries of a crime scene and isolate the area.
A23.	Ability to interact with inmates in a polite and professional manner.
A24.	Ability to keep accurate written records at regular intervals.
A25.	Ability to learn to recognize suspicious non-verbal behavior such as tenseness, groups scattering when they see an officer, inmates avoiding eye contact, etc.
A26.	Ability to listen empathetically to inmate problems and determine if counseling or other action is advisable.
A27.	Ability to maintain professional relations with inmates (not becoming involved in inmate subculture, not giving or accepting favors, avoiding personal relationships with inmates, etc.)
A28.	Ability to make appropriate use of disciplinary options.
A29.	Ability to operate a motor vehicle appropriately.
A30.	Ability to operate communications equipment.
A31.	Ability to perform basic math calculations.
A32.	Ability to plan, organize and direct the work of inmates.
A33.	Ability to positively motivate inmates to get work done.
A34.	Ability to qualify on the firing range.
A35.	Ability to read and comprehend relevant materials.
A36.	Ability to reason logically.
A37.	Ability to recognize and appropriately deal with racial bias in inmate language and actions.
A38.	Ability to recognize and avert inmate attempts to take control.
A39.	Ability to recognize different gang affiliations (prison/street) and officer safety potential.
A40.	Ability to recognize problems and recommend the necessary changes.
A41.	Ability to recognize subtle changes in behavior.

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A42.	Ability to recognize tense situations or unusual circumstances.
A43.	Ability to respond professionally to inmate threats and postures that are meant to intimidate.
A44.	Ability to respond unemotionally to inmate provocation.
A45.	Ability to review and understand central files.
A46.	Ability to see in dim light situations.
A47.	Ability to sense potential problems.
A48.	Ability to think and act quickly in emergency situations.
A49.	Ability to train inmates.
A50.	Ability to train other staff members.
A51.	Ability to use a PR-24 baton.
A52.	Ability to use disturbance control equipment.
A53.	Ability to use self defense techniques.
A54.	Ability to utilize proper lifting techniques.
A55.	Ability to utilize restraint gear.
A56.	Ability to verify proper bed assignment.
A57.	Ability to write effectively.

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	Special Personal Characteristics:
SPC1.	Emotional maturity and stability
SPC2.	Sympathetic and objective understanding of persons in custody
SPC3.	Satisfactory record as a law-abiding citizen
SPC4.	Leadership ability
SPC5.	Tact
SPC6.	Good personal and social adjustment for correctional work
SPC7.	Neat personal appearance
SPC8.	Courage
SPC9.	Alertness
SPC10.	Willingness to work day, evening, or night shifts, weekends, and holidays, and to report for duty at any time emergencies arise.